

2003 TAC CONFERENCE

BCI wishes to thank all involved for making the 2003 TAC Conference a success!

We especially wish to thank Southern Utah University, and the staff of the Southern Utah University PD for all their help.

About 400 TAC's from across the state attended this year's conference.

Presentations and classes included:

NCIC: Mr. Darrin Moor of the FBI explained the new NCIC Transactions. (Investigative Interest Entry and NCIC Wanted Person File – Detainer, etc.)

Open Forum/ Mike Sadler: Mike Sadler of DPS' MIS Department answered individual technical questions and took suggestions for improving the UCJIS system.

TAC Class/ Lauralee Blue. This class covered the basic TAC policies and procedures each agency needs to have on file. It also explained how agencies can reduce liability.

Preparing For An Audit/ Chuck Collett. This class covered steps to be taken to prepare for an audit. Attendees learned what policies and procedures they need to have in place, what records they need to keep on file, and what they can do to have a 100% compliant audit.

Courts/ Adrienne Sowards. This class covered the basics of the SWW system, entering warrants, the FTP process, validations, expungements, and other miscellaneous information.

Most of the presentations and handouts from the conference can be downloaded from the TAC Web Site (under "Spring TAC Meeting."). Also available to download are many publications from the FBI.

NCIC IMAGING CAPABILITY

As seen at the TAC Conference, it is now possible to add images to online NCIC files through the NCIC Imaging Capability. With this capability an agency can add a mug shot, fingerprint or identifying image (scars, marks or tattoos) of wanted persons to the NCIC hot files.

Operators can now add an image to a wanted person entry by using that person's NIC number. These images can then assist in identifying persons on which an NCIC hit is received. These images can help to speed the process of identification by using a mug shot, a right-index fingerprint or up to 10 other identifying images. This will allow agencies to add pictures of visible scars and marks as well as images of tattoos that the person may have to the base NCIC entry.

Any JPEG image type can be used, however grayscale images are believed to show more details. Agencies may use booking photos, photos garnered from interviews and investigations or retrieved from family members. Many agencies have pictures of tattoos, such as prison art or gang art, that they use to identify individuals. This imaging capability takes the identifying process one step farther.



Agencies using web enabled access will be able to view these images. For more information regarding this feature contact your agency TAC.

It is our hope that agencies will be willing to take the time to put their images on NCIC to make this feature as helpful as possible to law enforcement throughout the country.

CONDOLENCES

Deputy Jeremiah K Johnson of the Emery County Sheriff's Office was killed in an on-duty traffic accident on May 27, 2003. He had been employed by Emery County for 6 and a half years.

Deputy Johnson is remembered by the Emery County Sheriff's Office for his dedication and honesty. BCI extends our condolences to his family, friends, and co-workers.

ROBUST PIN INFORMATION

Some reminders as we move towards the use of robust PINs:

First, *TACs and those operators with TAC functions (reset password, add/remove user) are required to have a digital certificate.* Any operator, TAC, TAC Alternate or supervisor/administrator that performs these functions is required to purchase a digital certificate due to the sensitive nature of these transactions.

The use of the robust PIN will also add two transactions to the TAC: Change PIN (CPIN) and Reset PIN (RPIN). Operators using the robust PIN will have the Change PIN transaction added.

Next, agencies that elect to use robust PINs for their operators are required to write their own Acceptable Use Policy regarding the use of the robust PINs. This policy will be reviewed at the time your agency is audited.

Lastly, it was originally reported that agencies that access the Crime Lab transactions would be required to purchase digital certificates. This is no longer the case. Agencies accessing the Crime Lab transactions do not need to purchase a digital certificate.

TAC OF THE YEAR



Congratulations to Melissa Fryar of the Salt Lake County Justice Court, who was named TAC of the Year at the 2003 TAC Conference.

Also, a big "Thank You" to all the TAC's who work so hard all year to ensure the success of the UCJIS system. We couldn't do it without you!

LOGON ACTIVATION REQUEST FORM

Agencies - which form should you send to BCI when you need to request access for a new user?

The correct form is the LOGON ACTIVATION REQUEST FORM, which can be found in the Forms Section of your latest manual.

Use this form even if you are e-mailing the request to BCI. If you do e-mail this information to BCI, make sure that you include EVERYTHING that is on the form. Failure to include ALL information will create a delay in getting access for the user.

A copy of this form can be seen on the last page of the Newsletter.

OPERATOR TESTING DATES

AGENCIES: Have you been unable to access the UCJIS system lately? It may be because you have not yet updated your operator testing dates on the CERT Transaction.

Updated testing dates for each operator can be updated on the web via the "CERT" transaction. TAC's also need to make sure to send in the Operator Testing Statement for each operator. (The Operator Security Statement is available for the TAC to keep on their files.) Both of these forms are available in the "Forms Section" of the 2003 *BCI Operations Manual*.

POP QUIZ!



You arrest a person who says he was born in Mexico. What NCIC code do you enter for his Place of Birth?

Answer: **MM.** (The code "MX" stands for "Mexico City.")

PASSWORDS CHANGING

Just a reminder, (for those who haven't already noticed!) that the UCCH and III Passwords were changed on July 1, 2003.

Contact your TAC to find out the new passwords.

TRANS ID BOX

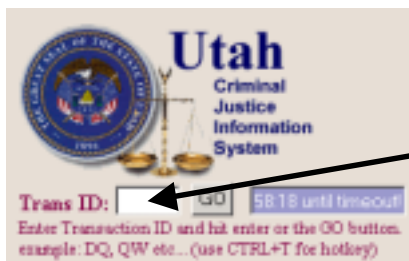
The Trans ID Box – What Is It, and How Will it Help Me?

Tired of the time-consuming routine of always having to go into the UCJIS Web Site, choosing “Inquiry/Entry,” *then* selecting “Person Related/Vehicle Related,” and *then* choosing the transaction you need?

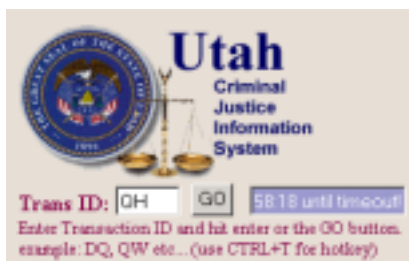
Did you know there is a shortcut available?

Entering the two-to-four letter abbreviation for the desired transaction into the “Trans ID Box” at the top left of the UCJIS screen can cut all of the above steps, and take you right to the necessary screen.

For instance, to run a III Criminal History (abbreviation “QH”), enter “QH” into the Trans ID Box, and hit “enter.” The III Criminal History screen will then be brought up.



Enter the transaction's abbreviation in the box



Hit “Enter” (or press the “Go” button) to go to the desired screen.

Using the Trans ID Box will save valuable time when performing commonly used transactions (MIP, DQ, QW, IQ, QV, RQ, etc.) For less commonly used transactions the old way of searching is still available!

SERVE THOSE WARRANTS!

Whenever a Utah statewide warrant is served by law enforcement, the serving agency must go into the SWW system and show that warrant as “served.”

Some law enforcement agencies are arresting individuals on warrants, but not marking the warrants as served on the Statewide Warrants system.

When the warrants are not shown as “served” the courts do not receive the necessary information on the booking reports. Also, the law enforcement agency can be held liable if that person is again arrested on the same warrant.

UCJIS AUDITS

Following a review of the auditing policy BCI has reworked their UCJIS audit process. Due to the number of new agencies now online and increased audit responsibilities BCI has changed from a two-year audit cycle to a three-year cycle. This means that your agency will be audited at least once in the next three years. The audit process begins with a mailed-out questionnaire including both UCCH and Triple I dissemination logs. We also review training and testing records and request copies of agency policies.

Once we receive your completed questionnaire we will write the preliminary audit report. This is returned to your chief administrator who is then given the opportunity to review/rebut the report. Some instances may require that your agency respond advising how you are going to fix compliance issues from the report. Some compliance issues may result in follow-up audits including possible on-site audits.

Once we receive your agency response we will write and return the final report to your agency. This should be kept on file at least until the next audit. For more information regarding preparing your agency for audits and performing your own in-house audit, refer to the TAC web page, available on the UCJIS browser enabled access.

UCR/IBR

Reminder to NIBRS agencies: BCI is seeing an increased amount of NIBRS error 268 “A Larceny Offense Cannot Have a Motor Vehicle Property Description Entered.”

Whenever the offense is “Larceny/Theft,” the property stolen cannot be a motor vehicle. If a motor vehicle is stolen, the offense must be listed as “Motor Vehicle Theft.”

If the stolen property includes a motor vehicle and another item you will have to show the offenses of "Larceny/Theft" and "Motor Vehicle Theft."

KUDOS! Congratulations to the East Carbon PD and the Southern Utah University PD, who have had no NIBRS errors since January 2002.

The following agencies have recorded a cumulative error rate of less than 0.5% since January 2002 (and have submitted at least 15 months of data):

BYU PD, Carbon County SO, Clearfield PD, Grantsville PD, Layton PD, Naples PD, Sandy PD, Tooele PD and Woods Cross PD.

Keep up the good work! And a big thank you to ALL NIBRS and UCR agencies for working so hard to contribute your valuable crime data.

MISSING PERSON INFORMATION

BCI's WEB SITE HELPS LOCATE MISSING GIRL

More proof that media exposure and concerned citizens can help bring missing children home!

A woman named Kacee in Tulsa, Oklahoma, recently became suspicious of some people that had moved into her neighborhood two weeks earlier. These new neighbors had a seven year old girl, and a concerned Kacee ran the little girl's name through the internet.

Kacee received a hit on the little girl's name on BCI's Missing Person's Web site. (www.bci.utah.gov/MPC/MPCMissing.html) The missing girl was the victim of a parental abduction that took place on March 9, 2003 in Midvale, Utah.

After seeing the missing child listed on the web site, Kacee called 911, and the Tulsa police arrived shortly afterward. The child's mother had cut the little girl's hair to try and change her appearance. Also, ten minutes after police arrived at the abductor's home, an unknown male arrived with intentions of moving the child to a new location!

Tulsa police held the man for questioning, and also arrested the mother for parental abduction. She is

awaiting extradition to Utah. Because she took the child out of Utah, it is a third degree felony charge.

AMBER ALERT UPDATES

Each time an Amber Alert is issued, law enforcement, citizens, businesses and organizations learn something new about this very important process. With the help of those agencies that have previously initiated the Alert, a new function on the UCJIS system has been developed. This formatted transaction will allow law enforcement agencies to quickly submit the required information to activate an Amber Alert. Agencies can access the transaction to initiate, update and cancel the message by a "UAA" message key.

Prior to the activation of an Alert, law enforcement will be required to follow the strict criteria for issuing an approved Amber Alert. To ensure the guidelines are followed, agencies should have a policy in place which details the individuals within their agency who are authorized to initiate the alert. Also, BCI is asking that each TAC obtain a list from their administration which details the users that are authorized to activate the Alert. Please email this information along with cell phone numbers (service providers required, i.e., AT&T), pager numbers and e-mail addresses to gmcMahon@utah.gov. (Or fax it to 801-965-4749.) For information on updated procedures to the Amber Alert, contact Gina McMahon at 801-965-4686.

Each time an Amber Alert is issued, two different groups will be notified of the alert: 1.) All law enforcement and 2.) non-law enforcement entities which include TV, radio, NCMEC, Trucking Association, local businesses and many more. The broadcast message will be received at documented printers, pagers, email and cell phones. By receiving this notification, individuals will also have the ability to display the Alert.

Please watch the UCJIS message of the day to learn more about the Amber Alert process. Also, many law enforcement agencies have expressed the desire to be trained on the Amber Alert program. If interested, please contact BCI (Gina McMahon) at 801-965-4686 or the Attorney Generals office (Paul Murphy) at 801 538-1892.

FORWARD NEWS ITEMS TO: B.C.I., FIELD SERVICES, 3888 W 5400 S, BOX 148280, SALT LAKE CITY UT 84114-8280

BUREAU OF CRIMINAL I.D.
Nannette Rolfe, Director
801-965-4571

FIELD SERVICES
Suzanne Briscoe, Manager
801-965-4576

FIELD SERVICES
Nicole Starks, Supervisor
801-965-4963

EDITOR
Adrienne Sowards
801-965-4497

LOGON ACTIVATION REQUEST FORM

TO: UTAH BUREAU OF CRIMINAL IDENTIFICATION ADDRESS: 3888 WEST 5400 SOUTH BOX 148280 SALT LAKE CITY UT 84114-8280 TELEPHONE: 801-965-4446 FAX: 801-965-4749 NOTE: the TAC must create the logon prior to requesting activation of a logon. This form must be filled out completely and the background checks done on each operator prior to sending this request.	DATE OF REQUEST: REQUESTING AGENCY: REQUESTOR'S NAME: PHONE: E-MAIL:																																	
HAS THE BACKGROUND CHECK BEEN COMPLETED? YES NO																																		
ARE THE FINGERPRINTS BEING SENT TO BCI? YES NO																																		
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REVISED MAY 2003

** Failure to complete the form may result in a delay for the operator receiving access. **

Instructions:

All operators accessing the UCJIS files are required to have a fingerprint background check prior to a logon being created for them.

The TAC must create the logon prior to sending the request for logon activation. Instructions on how to create a logon can be found in the TAC Responsibilities section under TAC Functions.

Please complete the form as follows:

- Date of Request – Date request is submitted to BCI.
 - Requests can be mailed, faxed or e-mailed to BCI.
 - Requests that are e-mailed must be sent to dpstwx@utah.gov
- Requesting Agency – Please list the agency ORI or agency code and name.
- Requestor's Name – Name of the requestor.
 - This should be the TAC.
- Phone – The phone number of the requestor including the area code.
 - Please do not use a switchboard or generic number.
- E-mail – The e-mail address of the requestor.
- Has the background check been completed? – Answer yes or no if the preliminary background check has been completed on the operator(s).
- Are the fingerprints being sent to BCI? – Fingerprints must be sent to BCI for each operator receiving access to the system unless they are POST certified and no record was found during the preliminary background check.
- Name and Logon ID – Created by the TAC using the browser enabled access.
- Record – Was a record found on the operator during the preliminary check?
- UCJIS Access Requested – What access the operator is to have.
 - Access can be requested three different ways: Agency Default, Access Type Default, or Specify Files.
 - Agency Default – These are set up by BCI. If the TAC doesn't know their defaults they can contact BCI to find out what they are.
 - Access Type Default – Access can be granted according to the chosen default group in each file (NCIC, III, NLETS, LOCAL, TAC).
 - Each of these default groups are explained in the TAC Responsibilities Section of the BCI Manual.

NOTE: The operator is not allowed to have more access than what is allowed to the agency. If the TAC is not trained and tested on specific files the operators cannot have access. Also, certain types of agencies are not allowed access to all of the files.

- Robust PIN – The TAC must indicate if they want their operator to have access to reset their PIN number (in order to bypass the certificate).